

WORLDWIDE EXPRESS (WWX) SMALL PACKAGE CONTRACT

F11626-98-D-0030

F11626-98-D-0031

F11626-98-D-0032

AUTHORIZATION PROCEDURES FOR FEDERAL AGENCIES

The Contracting Officer has determined that it is in the government's best interest to allow Federal agencies to commit to use of the WWX contract when in need of international express small package service for shipments made on behalf of the US government. In accordance with Block 16 (3)(i) of the SF 1449, the Contracting Officer's Technical Representative (COTR) is responsible for authorizing Federal agencies to use the WWX contract.

The following procedures must be followed when requesting authorization to participate in the WWX contract. Agencies shall submit their written request to participate by completing the attached request form (Agency's Request to Use WWX) and forwarding it to the civilian agency WWX COTR, Blaine Jacobs of the General Services Administration. (Contact information and details about the WWX contract can be obtained by referring to the WWX website (public.scott.af.mil/hqamc/wwx/wwx.htm) or contacting the Program Office (see website or Block 16 of the WWX contract.)

In order to be eligible to participate, each agency (or subdivision of an agency committing to utilize the WWX contract) must make a minimum of 120 international shipments per year. Each requesting agency shall certify the accuracy of the information noted herein by providing a signature and date in the space provided at the end of the form.

The COTR shall forward the completed request form to the WWX contractor(s) for their review, with a courtesy copy provided to the WWX Contracting and Program Office.

AGENCY'S REQUEST TO USE
WORLDWIDE EXPRESS SMALL PACKAGE CONTRACT
F11626-98-D-0030, F11626-98-D-0031, F21626-98-D-0032

1. Agency Submitting Request:

Name of Agency: _____

Point of Contact: _____

Alternate: _____

Address: _____

Telephone Number: _____

2. Agency Billing Office Point of Contact:

Name: _____

Address: _____

Telephone Number: _____

3. Shipment Destination Profile: List anticipated shipment destination locations such as military installations, major cities, embassies, etc. Provide projected number of shipments and percentage of shipments to specific countries. For example: 500 total shipments; 200 shipments, 40% to Germany; 100 shipments 20% to England, etc. (If additional space is required, attach a separate page with this information.)

4. **Shipment Weight Profile:** Be as specific as possible, X number of estimated shipments
1- 10 lbs., etc.

NOTE: Any *Federal* agency receiving approval to use the WWX contract shall adhere to all its terms and conditions.

Authorized Certifying Official

Date

Send or fax form using the following information:

**Blaine Jacobs
General Services Administration
Federal Supply Service
Transportation Programs Branch (FBLF)
1941 Jefferson Davis Highway, Room 812
Arlington, VA 22202
Phone (703) 305-7317
Fax (775) 406-5166**